

**City of Colonial Heights' Office on Youth and  
Human Services**

**Kids' After-School Program (K.A.P.)  
Parent's Handbook**

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**Kids' After-School Program Sites**

Lakeview Elementary 401 Taswell Ave 524-3435

Tussing Elementary 5501 Conduit Rd 524-3440

North Elementary 3201 Dale Ave 524-3430

## **Welcome to the Kids' After-School Program**

The City of Colonial Heights is pleased to provide this program to your child. We are very excited to offer a free, fun, safe, and enriching after-school program for 4<sup>th</sup> and 5<sup>th</sup> grade residents of Colonial Heights.

This packet has been prepared for your convenience and to inform you of our policies and procedures. Also, it is our hope that it will answer many of the questions you might have about our program. We are asking that you keep this booklet in a handy place and to remember that you are responsible for reading and understanding the information in this handbook.

It is the goal of the department to have the program run as smoothly and efficiently as possible.

### **A. History of the Kids' After-School Program, (K.A.P.)**

K.A.P. was first started in 1999 and to the disappointment of the Colonial Heights community; state budget cuts eliminated K.A.P. in 2003. Nevertheless, the need for K.A.P. was still present and thanks to a grant from the Cameron Foundation, K.A.P. was restored in 2005. Currently, the City of Colonial Heights funds the program for 4<sup>th</sup> and 5<sup>th</sup> grade residents of Colonial Heights.

### **B. History of the Organization**

The Office on Youth began in 1980 with a grant from the Department of Youth and Family Services (Juvenile Justice). It is the only agency in the City of Colonial Heights dedicated to “prevention programming” for youth and families. The philosophy of the Office on Youth centers on working to enhance positive youth development in all arenas of a youth's life and to promote community responsibility. The Office on Youth is overseen by a fifteen-member, council appointed advisory board that is charged with identifying the needs of youth and families. The Office works as a catalyst for bringing the community together. Through collaboration and partnering with new and existing groups and programs, the office is able to achieve success.

### **C. Programs and Services Offered**

- Virginia Juvenile Community Crime Control Programs
  - ☐ Anger Management
  - ☐ Community Service Supervision Program
  - ☐ Shoplifting Diversion Program
  - ☐ Parent Education Workshops
- Youth Advisory Council; a teen group that promotes good citizenship and leadership development.
- Family Support Program
- Colonial Heights Better Beginnings / Teen Abstinence Coalition
- Domestic Violence Task Force

- P.O.W.E.R. Program
- Co-Sponsored programs with other Agencies and Organizations
- Kids' After-School Program

#### **D. Words from the Kids' After-School Program Coordinator**

It is our duty to provide a fun, safe, secure, and enriching place for children to go after school. As a mentor/tutor we are to provide a structured learning environment to our K.A.P. participants. Although, our basic program will be structured in a larger sense, it will allow the children to make choices within that structure. We hope to teach participants to make intelligent and responsible decisions concerning the allocation of their time that will continue after they leave our program.

#### **E. Kids' After-School Program's Primary Goals:**

- To improve the academic performance of participants
- To reduce the rate of school truancy
- To prevent delinquent behavior in youth

#### **Additional Program Goals:**

- To nurture moral & ethical community and personal values
- To provide a safe and fun learning environment
- To cultivate K.A.P. participants physical, mental, and social abilities
- To value our K.A.P. participants opinions and thoughts
- To enhance K.A.P. participants quality of life and overall well-being
- To promote teamwork and cooperation
- To learn, exhibit, and promote good sportsmanship skills
- To help parents take an active role in the live of their children
- To increase and build parental skills
- To encourage development of self-esteem
- To encourage individual expression and new ideas and good decision making skills
- To promote good communication skills and develop active listening skills
- To promote acceptance of personal differences and appreciate the efforts of others

#### **F. Benefits of the After-School Program**

##### **Promotes an ...**

##### **Increase in:**

- Retention of academic material
- Reading comprehension
- Conflict Resolution
- Decision making skills
- Communication skills
- Refusal skills
- Physical activity
- Social interaction
- Adult role models
- Self-esteem, self confidence
- Life skills, Motivation
- Creativity
- Values

##### **Decrease in:**

Latch key children  
Juvenile delinquency

## **G. Communicable Diseases**

The staff upon entering the program will observe all children. Children exhibiting any of the following symptoms or who develop these symptoms at the program will have their parents/emergency contact notified for pickup.

1. Diarrhea
2. Severe coughing (causing the child to turn red or blue or make a whooping sound)
3. Difficult or rapid breathing
4. Yellowish skin or eyes
5. Pink eye
6. A temperature of 99 degrees F taken auxiliary (under arm)
7. Untreated infected patches or rashes on the skin
8. Stiff neck
9. Vomiting
10. Evidence of lice, scabies or other parasitic infestation.
11. Sore throat or difficulty swallowing

A child who is only mildly ill (i.e. Stomachache or headache) will be allowed to attend. he/she will be observed. At the discretion of the leaders, you may be called and informed of the child's complaints and the decision to pick up your child will be up to you.

## **H. Pick-up**

No child will be permitted to leave the premises with an adult who is not on the authorized pick-up form unless permission has been granted within 24hrs of the required time. Children need to be picked up at 5:00P.M. each program day unless otherwise notified. After 6P.M. we are required to contact the Department of Social Services.

## **I. Photographs**

Photographs are taken regularly and will be used to promote the Kids' After-School Program. If you have any objections please, provide a written statement to the K.A.P. coordinator.

## **J. Colonial Heights Website [www.colonialheightsva.gov](http://www.colonialheightsva.gov)**

## **K. Donations**

Please remember that the Kid's After-School program is a tax-deductible organization

## **L. Children's Right's and Responsibilities**

In striving to reach the goals of K.A.P., we have established rights and responsibilities for the children in our program. Every child in the program has the RIGHT:

- To be happy and treated with kindness
- To be treated fairly
- To be safe
- To hear and be heard and have their opinions and desires considered
- To participate in all activities

In aspiring to ensure the RIGHTS of each child, children in the program have the following RESPONSIBILITIES:

- To honor others and their feelings. This means they will not laugh at or ignore other people in the program.
- To treat others fairly. They will treat others like they want to be treated.
- To keep others safe. This means they will not kick, hit, push, pinch or shove anyone.
- To listen when others are speaking and speak respectfully to others.
- To participate in activities and encourage others to participate with them.

## **M. Parental participation and Involvement**

### **1. Access**

The parent/guardian of the child enrolled in K.A.P. shall be permitted access to the program during operation hours for the purpose of contacting the child, evaluating the premises or the care provided.

### **2. Parental concerns**

Parental concerns, opinions, and suggestions are always welcome. Parents who need assistance with problems or questions may contact either the Coordinator or Site Managers. Conferences will be available at the request of parents.

## **N. Field Trips**

Advance notification will be given regarding field trips.

## **O. Parent Meetings**

Advance notification will be given regarding parent meetings. Meetings will be at your child's school immediately when the program ends.

## **P. Attendance**

Attendance will be taken each day for safety and security. If your child is absent from school, he/she should not attend K.A.P. for that day. If your child is at school, he/she will be expected to attend K.A.P. unless otherwise notified. In this event, please notify the teacher and program coordinator on that day.

If your child needs to be picked up early, please send a written note stating what time they will be picked up. It is expected that your child will be at K.A.P. from 3-5pm unless otherwise notified. In order for your child to receive the full benefit of the program, it is important to be there as scheduled.

## **Q. Sign-out**

Persons picking up the children must enter the building and sign the child out. You must inform the leader that the child is leaving. The leader must be notified ahead of time in writing if someone other than the person(s) listed on the Authorized Pick-up form will be picking up your child. All individuals must present picture identification at the request of the leader.

## **R. Snacks**

If you are able, please provide a nutritious snack for your child each day. The site manager will store it if you would like to send it in weekly. There are water fountains available so a drink is not necessary.

## **S. Clothing and Personal Belongings**

Send your child dressed appropriately and comfortably. Be ready for all environments. If your child brings personal belongings to the program he/she must be responsible for those items. The Kids' After-School Program will not be responsible for any damaged lost items.

## **T. Medication Administration**

The Kids' After-School Program has a strict policy against administering any type of medication. We will not administer any medication. Please list any medications that your child is taking on the Parental Permission and Medical Release Form in the case of an emergency. The only exception to this policy will be the administration of an inhaler for asthmatic students.

## **U. Discipline Policy**

The Kids' After-School Program's discipline policy was established with the knowledge that children need clear limits set in ways that do not negatively influence their self-

esteem. Limits are set to protect each child from hurting him/herself, others, and the equipment. The goal is for each child to become a problem solver and conflict resolver.

1. Discipline problems will be handled through redirection, conflict resolution or other non-threatening manners.
  2. If further discipline problems occur, the following steps will be taken:
    - a. Leader/child conference
    - b. Leader/Parent/Child conference
    - c. Leader/Coordinator/Parent/Child conference
- A child at step "c" will be considered on warning. A child on warning may lose privileges or have appropriate consequences established.
  - A child at step "c" may be suspended or removed from the program.

## **V. Emergencies and Safety Policies**

- Parental Permission & Medical Release Forms must be filled out completely by the parent/guardian.
- All children need to have at least two emergency contacts listed on their forms.
- Additional Safety Policies
  - No child will be left unattended or unsupervised. Children may use the restroom or get a drink of water with leader permission. Leader will wait in hallway.
  - All adult staff has completed a background check.
  - Incident Report forms are completed at the time an incident or injury occurs.
  - Some staff members are CPR/First Aid certified.

## **Computer Policy- Adopted from Colonial Heights Public School System**

## Parent Agreement

A Parent Handbook, which contains information on the Kids' After-School Program's policies and procedures, has been given to me/us. I/we agree to read the Parent Handbook. I/we agree to abide by the requirements listed below as well as the policies/procedures set forth in the Parent handbook. In return the Kids' After-School Program agrees to provide care for my/our child/children, which meets the objectives and goals of the program.

I/We, the parent's of \_\_\_\_\_, agree to

- Complete all forms necessary before my/our child(ren) can attend the program.
- Give advance written notice, in the event of child withdrawal from program.
- Pay a \$25 processing fee for any returned check. If a check is returned a second time, further payments will be made in cash.
- Agree to pick up child(ren) at the program site no later than 5P.M. Three late pickups is cause for dismissal from the program. I am aware that after 6 P.M the Virginia Department of Social Services will be called.
- Inform the leaders, in writing or by phone of any absences.
- Notify the staff of any address, phone number changes.

I/We understand that:

- In the event of a serious discipline problem a conference will be required
- Photographs are taken regularly to promote the after-school program. I/We understand that written notice must be given to object to photos being taken.
- I/We agree to provide in writing any information that will help the staff to serve our child(ren) better.

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Signature of Parent/Guardian

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Date